

Ohio University – Compensation 2014
Job Family: Auxiliaries | Career Track: Technical & Administrative Support

Provides services to the University that support the daily activities of students, faculty, and staff. Coordinates services that support daily activities and special events on the University campus such as providing food services, printing services, logistics, and air operations for University leaders and visitors. Generates revenue to support the operations of the University through high-quality, customer-focused services. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Technical & Administrative Support I	Technical & Administrative Support II	Technical & Administrative Support III	Technical & Administrative Support IV
Accountabilities	None specified.	None specified.	None specified.	<p>PEOPLE May supervise student employees and oversee the work of other TAS staff.</p> <p>Communicates with customers regarding the status of their projects and requests.</p> <p>OPERATIONS Coordinates the production and execution of customer requests. Fulfills orders when able. Delegates tasks to appropriate staff when necessary.</p> <p>Sends proofs to customers and responds to their revisions and requests.</p> <p>Estimates the cost of customer requests. Coordinates customer billing.</p> <p>Operates specialized machinery and provides consulting and design services to customers.</p> <p>Monitors inventory of supplies. Places orders within purchasing guidelines.</p> <p>Maintains equipment to ensure it is working properly. Troubleshoots equipment when it is experiencing problems. Coordinates service of equipment when necessary.</p>
Requirements				<p>Detailed knowledge of printing, hospitality, or related policies, procedures, and methods as well as the ability to handle technical and complex assignments that require the use of independent judgment and discretion. Knowledge typically obtained by an Associate's degree in a design, hospitality, or related field and 3 to 5 years of experience in field. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>